

MEMORANDUM

To: Tommy Case; Theresa Rakes

From: Mike Silverman

Date: May 31, 2012

Re: **Commonwealth IT Assessment – Status Report #6
May 1, 2012 – May 31, 2012**

Executive Summary

During this reporting period, PTI conducted the recommendations validation workshop and delivered the first draft IT Assessment Report. We submitted the latter on May 31, seven business days later than the original May 22 due date.

The report review schedule has been adjusted to reflect the May 31 distribution date and to extend the Commonwealth's comment period from five to ten business days. Once PTI has received consolidated comments, we will walk through the feedback in a WebEx session, incorporating necessary revisions into the second draft.

Prolonging the schedule will necessitate a no-cost extension to our contract, which expires on June 30, 2012. Please let me know how to proceed in this regard.

No issues exist.

Tasks Completed/In Progress

The following table presents our current task completion status.

Task	Completion %
Project Management	
PM.1 Manage Project	80%
PM.2 Develop and Distribute Information Request	100%
PM.3 Conduct Training for PTI Data Collection Tools	100%
Phase 1: Assessment	
1.1 Review State and Cabinet/Agency Data and Documentation	100%
1.2 Conduct Interviews	100%
1.3 Conduct State IT Best Practices Research	100%
1.4 Evaluate Current IT Governance	100%
1.5 Analyze IT Funding	100%
1.6 Analyze IT Spending	100%
1.7 Assess IT Organization and Service Delivery	100%
1.8 Assess IT Workload Drivers	100%
1.9 Assess Service Catalog	N/A
1.10 Develop Findings	100%
1.11 Conduct Findings Validation Workshops	100%
Phase 2 – Strategy Development	
2.1 Develop IT Sourcing Evaluation Indicators	100%
2.2 Develop Recommendations	100%

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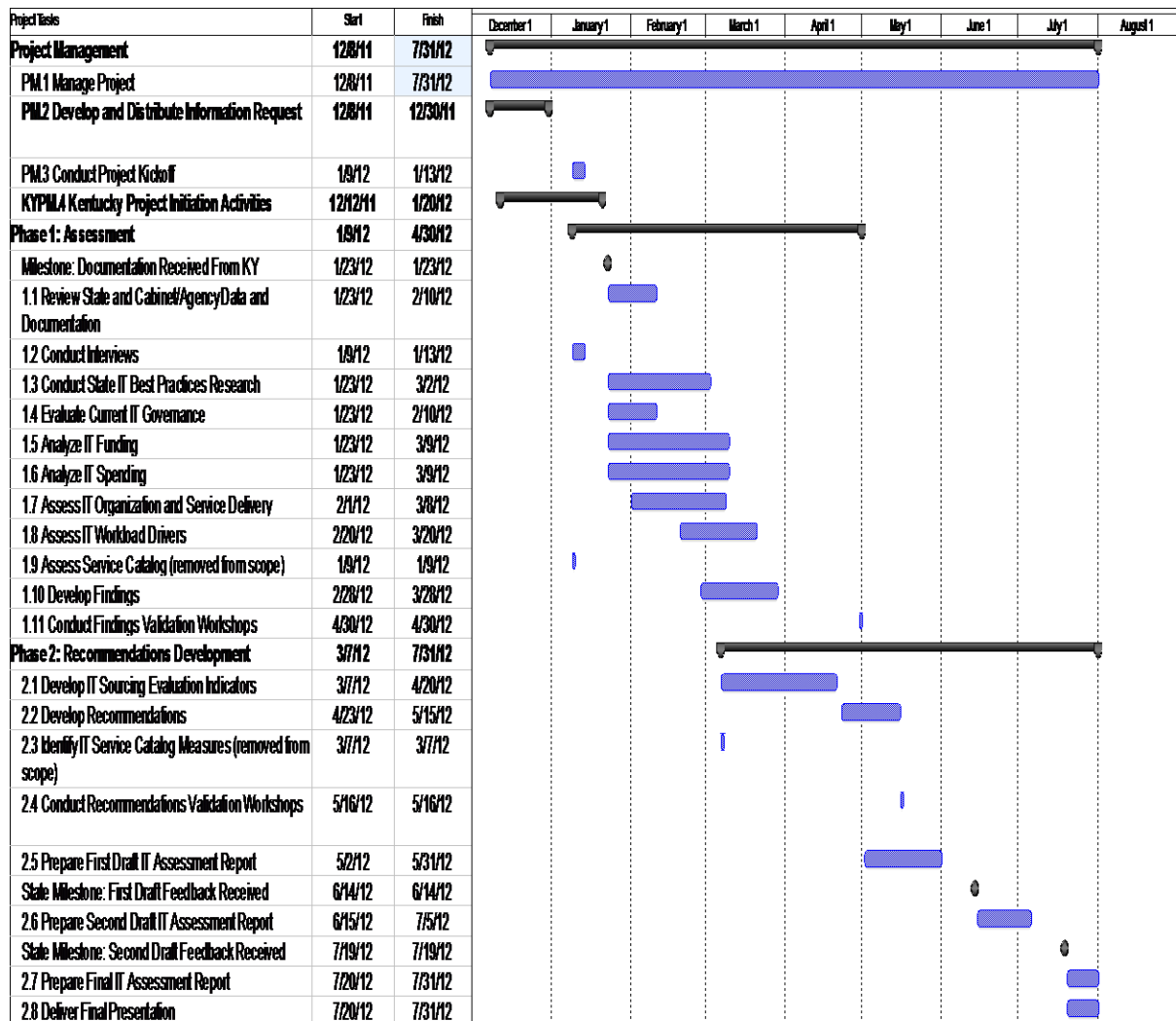
Task	Completion %
2.3 Develop IT Service Catalog Measures	N/A
2.4 Conduct Recommendations Validation Workshops	100%
2.5 Prepare First Draft IT Assessment Report	100%
2.6 Prepare Second Draft IT Assessment Report	0%
2.7 Prepare Final IT Assessment Report	0%
2.8 Deliver Final Presentation	0%

Plans for Next Period (June 1, 2012 – June 30, 2012)

In June we will receive the Commonwealth's feedback on the first draft report and begin preparing the second draft report for anticipated delivery in late June or early July.

Project Schedule

The following Gantt chart presents the current project timeline.



Issues/Resolution

There are no issues to report at this time.